

**Report Date:** 04 Feb 2015

**Summary Report for Individual Task  
805K-79R-3003  
Process an Application (Enlistment)  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have an applicant who has agreed to enlist and you must construct the applicants enlistment packet. You have access to: Army Regulation 601-210 Active and Reserve Components Enlistment Program, Recruiter Zone (RZ), and Recruiter Work Station (RWS).

Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Application passes SF-86 E-Validation; source and supporting documents are scanned into Electronic Records Management (ERM); and application receives a GO from Center Leader.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** All references can be accessed at the following link:

<https://sites.google.com/a/goarmy.com/publications-library/home>

### **Performance Steps**

1. Navigate to and Complete USMEPCOM 680-3A-E.

(Note: Completion of the USMEPCOM 680-3A-E will change record from prospect to applicant).

a. Obtain Applicant's source documents according to AR 601-210 Chapter 2 Para 2-1 thru 2-7, 2-10 and Chapter 3 Para 3-20.

b. Locate Applicant's Record in RZ.

c. Navigate to and complete the following screens:

(1) Instruction Page.

(2) Pre-Screening Criteria (Note: Ensure Moral Screening Criteria is completed within Pre-Screening Criteria)  
(Note: Ensure HT/WT Data is accurate. If required system will generate DA Form 5500 or DA Form 5501).

(3) 680-3A-E.

2. Complete DD Form 2807-2.

a. Access RZ.

b. Locate Applicant's Record in RZ.

c. Navigate to Physical Screening Criteria.

d. Complete all 9 pages of the questionnaire and mark each as complete.  
(Note: If answer is "Yes" it will populate under Additional Information on the main page of the Physical Screening Criteria).

(Note: Applicant may need medical documents for further processing).

3. Complete remaining sections of the applicant's Electronic Record.

a. Complete Person.

b. Technology Information.

c. Group/Member Associations.

d. Contact Method.

e. Alias.

f. Residences.

g. Foreign Languages.

h. Employment History.

i. Military Service History.

j. Military Service Schools.

k. Foreign History.

l. Background/Investigation.

m. Education.

n. Financial History.

o. Family & Associates.

p. Citizenship.

q. Character References.

r. Beneficiaries (Not currently used at recruiter level).

s. Name Preference.

t. Complete Parental Consent Section.

Note: Only needed if applicant is under the age of 18.

u. Test (All applicants should have an EST, ACT, or SAT score entered).

v. Remarks Review.

4. Print required documents.

a. Access the "Applicant Profile" tab in RZ.

b. Access the forms from forms and documents section.

c. Select all forms requiring signature.

d. Select Print.

5. Have applicant sign the following documents.

a. US MEPCOM 680-3A-E.

b. DD 2807-2, Medical Pre-screen of Medical History Report.

c. DD 369, Police Record Check.

d. USAREC Form 1241, Tattoo Screening,

e. DD Form 1966 page 5 (if required).

f. USAREC Form 1037 Probation Officer And/Or Court Records Report (Front) (if required).

6. Perform SF-86 E-Validation.

7. Scan all source and supporting documents into applicants Electronic Records Management (ERM) Record.

8. Submit packet to Center Commander for Quality Assurance/Quality Control (QA/QC) process.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Completed USMEPCOM 680-3A-E.			
a. Obtained Applicant's source documents according to AR 601-210 Chapter 2 Para 2-1 thru 2-7, 2-10 and Chapter 3 Para 3-20.			
b. Located Applicant's Record in RZ.			
c. Navigated to and completed the following screens.			
(1) Instruction Page.			
(2) Pre-Screening Criteria. (Note: Ensure Moral Screening Criteria is completed within Pre-Screening Criteria). (Note: Ensured HT/WT Data was accurate. If required system will generate DA Form 5500 or DA Form 5501).			
(3) 680-3A-E.			
2. Completed DD Form 2807-2.			
a. Accessed RZ.			
b. Located Applicant's Record in RZ.			
c. Navigated to Physical Screening Criteria.			
3. Completed remaining sections of the applicant's Electronic Record.			
a. Completed Person.			
b. Technology Information.			
c. Group/Member Associations.			
d. Contact Method.			
e. Alias.			
f. Residences.			
g. Foreign Languages.			
h. Employment History.			
i. Military Service History.			
j. Military Service Schools.			
k. Foreign History.			
l. Background/Investigation.			
m. Education.			
n. Financial History.			
o. Family & Associates.			
p. Citizenship.			
q. Character References.			
r. Beneficiaries (Not currently used at recruiter level).			
s. Name Preference.			
t. Completed Parental Consent Section Note: Only needed if applicant is under the age of 18.			
u. Test (All applicants should have an EST, ACT, or SAT score entered).			
v. Remarks Review.			
4. Printed required documents.			
a. Accessed the "Applicant Profile" tab in RZ.			
b. Accessed the forms from forms and documents section.			
c. Selected all forms requiring signature.			
d. Selected Print.			
5. Had applicant sign the following documents.			
a. US MEPCOM 680-3A-E.			
b. DD 2807-2, Medical Pre-screen of Medical History Report.			
c. DD 369, Police Record Check.			
d. USAREC Form 1241, Tattoo Screening,			
e. DD Form 1966 page 5 (if required).			
f. USAREC Form 1037 Probation Officer And/Or Court Records Report (Front) (if required).			

6. Performed SF-86 E-Validation (Note: Corrected errors from E-Validation).			
7. Scanned all source and supporting documents into applicants Electronic Records Management (ERM) Record.			
8. Submitted packet to Center Commander for Quality Assurance/Quality Control (QA/QC) process.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None